

DRAFT MINUTES
FACILITIES PLANNING AND IMPLEMENTATION COMMITTEE

Tuesday, May 11, 2004 – 5:00 p.m.
County Courthouse, 4th Floor Conference Room
40 Culpeper Street, Warrenton, Virginia 20186

Present:

William G. Downey, Board of Supervisors
Richard W. Robison, Board of Supervisors
Anthony I. Hooper, Acting Deputy County Administrator
Bryan Tippie, Director, Budget
Janice Bourne, Director, Finance
Butch Farley, Director, General Services
Wanda Mercer, General Services
Larry Setti, Project Manager, General Services
Rick Klinc, Director, Information Technology
Judy Risdon, Management Analyst

Guests:

Gail H. Barb, Clerk of the Court
Helen Zaleski, Deputy Clerk
Charlie Ray Fox, Jr., Sheriff
David Flohr, Major, Sheriff's Office
Beth Ledgerton, Treasurer
Barbara Severin, Library Board
John Thrower, MBP Construction Engineering (McDonough Bolyard Peck)
Bill Laughlin, Moseley Architects

Mr. Downey called the meeting to order at 5:05 p.m.

Minutes of April 13, 2004

The minutes were approved as published.

Project Review

a. Award of Construction Management Services

Mr. Hooper stated that MBP Construction Engineering has been hired as the construction management firm to complete the Warren Green Renovations project and Courthouse / Adult Detention Center projects. Mr. John Thrower, Senior Engineer with MBP, was present. The first phase of the project, drawing and construction document review, will cost \$26,000, with the second phase of construction management in the neighborhood of \$200,000. Mr. Robison requested that basic items such as ceiling tiles and finishes be reviewed during cost reviews.

b. Warren Green

Mr. Thrower presented an overview of the project and change orders, stating the change orders were at 21%. He noted that interior punch list repairs were in progress and exterior painting would begin soon. Mr. Hooper stated that County offices plan to start relocating during the first week of June.

c. Courthouse

Before Moseley Architects is given final direction regarding the layout of the fourth floor and the new elevator, Mr. Downey and Mr. Robison will discuss these design options at the next Board of Supervisors meeting. MBP is beginning its review of the plans and specifications and MBP will review the 18-month project schedule to determine if there are opportunities to shorten the schedule and reduce costs. . The process of vacating portions of the Courthouse to facilitate construction is progressing. Temporary offices are needed for the Commonwealth's Attorney's office. Plans are to attempt to continue to use the Records Room throughout the renovations. Design contingency and abatement costs need to be included in the project budget. Sheriff Fox needs to be updated and included on project status, specifically relating to prisoners. The Budget Office will place hold funds for projects.

d. Adult Detention Center

MBP to review plans for cost- and time-saving areas. Security concerns will be addressed. Moseley plans to use the same documents for re-bid. The recently replaced roof needs to be protected during construction.

e. Culpeper Street Properties (62 and 70 Culpeper Street)

Hazardous materials survey has been completed. Asbestos was found in the basement of Shadow Lawn. Awaiting remediation costs. The specs from Procurement will be complete in the near future. Mr. Robison would like to assist with outside paint color selection.

f. John Barton Payne Building

Mr. Robison reported that he and Library Board and staff had met to discuss ADA accessibility. Site survey costs and time frames have been requested from 2 firms. There is an underground tank near the property. Funds of \$147,000 are available in the capital account.

g. Warrenton Fire Department

Ms. Bourne has met with County staff and the Fire and Rescue Association. Funding will be pursued through VRA once the department obtains the 501C3 tax status. County procurement will issue the bid documents.

Next Meeting - Tuesday, June 8, 2004

Future Agenda Items - Continue project updates.

Other – Mr. Downey distributed information regarding the June 7, 2004 Facilities Summit scheduled to discuss the available opportunities for the most effective future facilities planning.

There being no further discussion, the committee adjourned at 6:20 p.m.